

TOWN OF GOSHEN

POSITION DESCRIPTION

Position Title: **Recreation Director** **Department: Parks and Recreation**

Supervisor's Title: **Recreation Commission**

POSITION DESCRIPTION SUMMARY:

Plans, creates, organizes, administers, directs and coordinates a diversified program of recreational activities and services to meet the needs of the residents of Goshen from infants to seniors. Recruits, interviews, selects and trains the summer day camp staff. Plans, organizes and directs the staff of approximately twenty two (22) paid and thirty (30) volunteer workers. Supervises the maintenance person at Camp Cochipianee, writes bids for work to be accomplished and supervises all improvements at the camp property. Within the Town, may serve as Safety Committee Secretary and as a member on the Sexual Harassment Committee.

PRIMARY RESPONSIBILITIES:

Develops a diversified program of recreational activities and services to meet the needs and wants of Town's people of all ages. Creates surveys, analyzes data and uses it to develop suitable programs for the entire community.

Creates, plans, organizes, and promotes programs in accordance with established policies. Recruits, instructs, supervises and/or hires instructors for planned programs. Recruits sponsors for selected activities.

Recruits, interviews, selects and trains the staff and volunteers for the six-week summer day camp. Ensures OSHA compliance. Oversees staff and programs. Runs special camp events.

Set up, conduct and shut down the six (6) week summer camp program at Camp Cochipianee.

Plans, organizes, directs, evaluates and supervises approximately 22 member paid staff and 30 junior high school-aged volunteers for summer camp.

Publicizes and handles all camp registration materials.

Supervises the maintenance person at Camp Cochipianee, submits monthly time cards, coordinates his cleaning time for rental events and other special activities.

Schedules all activities to be held at Camp Cochipianee either inside or out. Issues keys to the community group leaders and /or activity sub-contractors. Collects the appropriate fees from each activity instructor.

Oversees the 57-acre camp property including the grounds, buildings, docks, playground equipment, all other equipment and facilities thereon. Oversees work done by hired contractors to ensure quality workmanship of all completed jobs.

Meets with prospective renters, writes rental contracts, collects deposits and fees, issues keys and inspects the facility after each rental event for damage or other unacceptable conditions.

Communicates with the Recreation Commission and keeps Commission members informed of important issues and decisions. Schedules Recreation Commission meetings, prepares the monthly agenda and sends meeting reminders all Commissioners.

Helps develop the annual budget; facilitates the monthly budget reports.
Purchases equipment and supplies for recreational activities.

Conducts all Recreation programs within the approved budget. Maintains an inventory of all facilities and equipment owned by the Town and the Recreation Commission.

Writes grant applications when available and reports monthly to the governing agency. Writes the annual report for the Town publication. Writes all newspaper and radio publicity for programs and activities. Creates flyers for each individual program.

Schedules all after school hours use of the school playing field, gymnasium and cafeteria. Coordinates team use of the gymnasium.

Supervises the work and conduct of all staff members and volunteer coaches and instructors.

The Board of Selectmen has the authority to appoint the Recreation Director to the Safety Committee as its Secretary and/or serve on the Sexual Harassment Committee.

Works with other groups in Town for program and special events for example, PTO's Screen Free Week, Library's Summer Reading Program Kick-off Activity, Goshen Center School's Ice Cream Social.

Arranges and coordinates the senior citizen AARP 55 Alive safe driving classes, arranges for Senior's Arthritis Classes.

Attends meetings with the Recreation Commission, committees, staff, special interest groups and governmental agencies for coordination purposes. Attendance at Board and other Commission meetings may also be required.

Attends seminars and training programs to keep current on recreation and community issues and practices as well as safety issues. Examples: Bloodborne Pathogens, Hazardous Communications and OSHA regulations.

KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the levels of knowledge, skill, and/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in recreation from four-year college or university or two years related experience and/or training as an assistant recreation director or equivalent combination of education and experience.

Must perform all administrative and clerical functions of the position. Must be proficient in use of computer and Microsoft Office, Basic Accounting, uses copier and fax machine.

Knowledge of and or experience in elementary education, sports, and athletic programs, and knowledge of programs suitable for all ages.

Ability to maintain effective working relationships with Town officials, employees and general public.

Considerable administrative ability including ability to effectively communicate both verbally and in writing.

Thorough knowledge of the principles and practices of community recreation programs. A knowledge of the laws governing municipal day camps.

Training in CPR, first aid, bloodborne pathogens and hazardous communication and compliance with OSHA regulations.

Ability to keep appropriate financial records including payments for programs in various forms, bank deposits and reconciliation of all recreation accounts. Working knowledge of QuickBooks accounting program advantageous.

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